

Adult Family Living (AFL)

Adult Family Living (previously known as Structured Family Caregiving or Adult Foster Care) is a living arrangement in which an adult participant who is 18 years or older at the time of service lives in the private home of a principal caregiver who may be a non-family member or a family member who is not the participant's spouse.

Necessary support services are provided by the family caregiver as part of Adult Family Living (AFL). Only agencies may be Adult Family Living providers. The approved agency provider is responsible for approving AFL settings and supervising, training, and paying caregiver staff. Separate payment will not be made for homemaker or chore services furnished to an individual receiving AFL, since these services are integral to and inherent in the provision of AFL services. With limited exceptions, AFL is limited to one adult participant per home. To obtain approval for additional participants to live in an Adult Family Living home, a request for an exception, which demonstrates the benefits for enabling more than one participant to live in the Adult Family Living Home, must be filed with and approved by the Indiana DDRS Director or his/her designee.

The Adult Family Living member providing services must:

- Meet requirements set forth by the qualified approved AFL provider agency through which the family member provides services
- Be at least 18 years of age
- Be trained to perform appropriate tasks to meet the individual's needs
- Demonstrate the ability to provide support to the participant as defined in the individual's Service Plan and Hiring Agreement.
- Be subject to requirements in the Individual's Service Plan (ISP) that is developed under the coordination and direction of the Individual Support Team (IST).
 - The ISP must identify the needs of the individual and reflect discussion on how to best meet those needs.
 - Only those approved services may be reimbursed and family members or legal guardians will not be reimbursed for any time in excess of 40 hours per individual being service in a seven-day period.

Allowable/Reimbursable Activities:

- Providers must include respite services as part of Adult Family Living Services
- Personal Care
- Homemaker and Chore Services
- Transportation
- Mentorship
- Attendant care and companion care services
- Medication administration and oversight
- Other appropriate supports as outlined in the Individual Support Plan

Activities Not Allowed

- Services provided by a caregiver who is the spouse of the participant.
- Access to all other approved services on the waiver, with the exception of:
 - Enhanced Residential Living
 - Residential Habilitation and Support
 - Intensive Residential Supports – Behavioral/Medical
 - Respite- provided by the Adult Family Living (AFL) provider as part of the reimbursement
 - Non Medical Transportation and Employment/Volunteerism Transportation- provided by the Adult Family Living (AFL) provider as part of the reimbursement

Provider Qualifications

- Must be Enrolled as an active Medicaid provider
- Must be FSSA/DDRS-approved
- Must comply with Indiana Administrative Code, 460 IAC 6
- Must comply with any applicable FSSA/BDDS service standards, guidelines, policies and/or manuals, including FSSA/DDRS Waiver Manual and FSSA/DDRS BDDS Policy Manual.
- Where licensure is required, providers rendering waiver funded services must obtain/maintain Indiana licensure.

Provider Training

Pursuant to Indiana Regulation 460 IAC-614-4, the frameworks upon which providers of AFL training requirements are based consist of:

- 1) Respecting the dignity of an individual
- 2) Protecting an individual from abuse, neglect, and exploitation
- 3) Implementing Person Centered Planning and the ISP; and
- 4) Communicating successfully with an individual

- Providers must be trained specific to the needs of the individual
- Training by Behavior Consultant for behaviorally complex individuals when warranted and outlined in the Individual Support Plan.

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Provider Agency Duties/Expectations

AFL services must be reflected in the Individualized Support Plan (ISP). Services must address the needs (for example, intellectual/developmental needs, vocational needs, and so forth) identified in the Person Centered Planning (PCP) process and be outlined in the ISP. It is the AFL provider's responsibility to approve any providers of respite chosen by the family or the participant. The provider determines the total amount per month paid to the family caregiver and the agency's administrative/supervision fee comes from the remaining total amount and includes the following duties:

- 1) Publish written policies and procedures regarding AFL support services;

- 2) Maintain financial and service records to document services provided to the individual;
- 3) Establish criteria for the acceptance of the family caregiver or foster parent, screen potential family caregivers for qualities of stability, maturity, and experiences so as to ensure the safety and well-being of the individual, and obtain a criminal background and reference check;
- 4) Coordinate/provide adequate initial training and ongoing training, consultation and supervision to the family caregiver;
- 5) Provide for the safety and well-being of the participant by inspection of environment for compliance with DRS policies and procedures, including, but not limited to, the provider and case management standards found in 460 IAC 6 Supported Living Services and Supports requirements; and
- 6) Reimburse family caregiver

Documentation Requirements

- Weekly note from household noting any changes in the individual's vital signs, behaviors, routine, etc.
- Monthly onsite visit from provider agency noting any changes in the individual's vital signs, behaviors, routine, etc.
- Written policies and procedures, including for screening and accepting family caregivers/foster parents.
- Maintain financial and service records to document services provided to the participant.
- Document provision of training to family caregivers according to agency policies/procedures
- Reimbursement of family caregiver that was provided, in addition to the monthly note.